

REQUEST FOR EXPRESSION OF INTEREST FOR: Office Supplies, IT Equipment & Accessories
REFERENCE: 1008-EOI-GAC EI-UG-GEN- Office Supplies, IT Equipment & Accessories

EITS Contractor (Electrical Instrumentation and Telecommunications Systems) for the EACOP project, invites experienced and reputable service providers to express their interest in the provision of **Office Supplies, IT Equipment & Accessories**.

SCOPE OF SERVICES:

- General office supplies: including but not limited to office stationery, spare parts for office equipment and consumables.
- Provision of Services and Maintenance for Office Equipment (printers, laptops etc.).
- Supply of General IT Equipment and Accessories including but not limited to computers, screens, laptops, phones, networking equipment etc.
- Any other General Office and IT Supply and Service Requirements.

MINIMUM REQUIREMENTS:

- Proof of business registration and license(s) for Uganda
- Proof of registration with the Uganda Revenue Authority: TIN, VAT Registration, Tax Compliance Certificate
- Proof of registration/application to the Petroleum Authority of Uganda National Supplier Database (NSD) at the time of submission of the response to this expression of interest is strongly recommended.
- Compliance with the Midstream Petroleum National Content Regulations, 2016; and Ugandan Company definition for Uganda.
- Provide a Company Profile, Audited financial statements for the past 3 financial years and a Letter from your Banker(s)
- At least 5 years of demonstrable experience and financial capacity in delivering such services.
- Evidence of organization H3SE Management Systems, Policies, and Procedure.

Interested Companies that meet the minimum requirements and have the capability to provide the goods and services listed above, should express their interest by sending together with the above listed documents an email to eacop.eits@se.com (not exceeding 20mbs).

All documents must be submitted in English language with the **EOI reference number** as the subject by **latest 06th.Feb. 2024, 5:00 pm. East African Time (EAT)**

CONTRACTOR reserves the right not to consider companies that submit an incomplete dossier!

Note: Only pre-qualified companies will receive an invitation to submit their bid in furtherance of the Call for Tender Process.